

~~CONFIDENTIAL~~

29 July 1954

25X1A

MEMORANDUM FOR: Mr. [REDACTED]

SUBJECT : Comments on the Attached Personnel Data Questionnaire

1. I believe that it should be pointed out to the Office of Personnel that the deadline which they gave us is not realistic. Their memorandum dated 26 July 1954 apparently was received here on 28 July 1954 and requests our comments by 29 July 1954. This subject (the questionnaire) is sufficiently important that it deserves deliberate, careful thinking. The Office of Personnel, as I understand it, has taken many months to reach this point in the development of the questionnaire, and they give us one day to comment.

2. As we have discussed, the questionnaire is obviously designed more to provide the Office of Personnel with information which it needs, rather than to assist operating components and Career Boards. Nevertheless, I believe that, in general, practically all of the information contained in the questionnaire would be valuable to components and Career Boards. The list of items appears to be fabulously long, but when considered on an item-by-item basis, it then seems quite reasonable. It will be condensed significantly, of course, when actually cast in the form of a questionnaire.

25X1A

3. I wish that [REDACTED] memorandum gave further information about the method for bringing the information up to date at the end of each year. It is true that current information is needed, but there must also be efforts to avoid the harrassment of every Agency employee. It would be interesting to see what sort of abbreviated questionnaire form would be used to gain supplementary information concerning the changeable items on the main questionnaire.

4. With respect to specific items in the questionnaire, the following comments are offered.

Item 12.B.(7) - Is this item significant for those who have received the degree?

Item 14.A. - Since there are many old employees who do not have this information in suitable form in their personnel folders, I recommend that each old employee who completes, for the first time this new questionnaire, fill in Item 14.A. (work experience outside CIA). Also recommend that in the interests of standardization the

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

should
employee be asked to describe his work experience for the most recent 15 years, rather than 10 or 15 years, as proposed loosely. I believe it quite important that Item 14.A. make specific reference to including the details of military experience. Duties performed while in military service are frequently significant for personnel purposes.

Item 14.A.(2) - It is recommended that this item read "Salary and/or grade level."

Item 14.B.(4) - It is believed that this item should be both the title of the position (e.g., Administrative Officer) and also the title of the position as it is placed in the organizational component (e.g., Deputy Chief, Special Allowances Unit).

Item 17. - The instructions for this item should specify that overseas tours of duty include duty with CIA (it does not presently state this).

Item 19. - It is believed that this item should call for former memberships as well as present memberships. Duty with CIA frequently requires one to drop active memberships in certain associations and societies. The fact that a person once was a member of one of these societies will indicate a certain level of attainment, the possibility of professional contacts with other members, and is a more complete reflection of the achievements of the person.

Item 20. - Consideration should be given, possibly, to the listing in this item of unpublished materials as well as published materials. If this were done, uncompleted manuscripts and writings would be reflected and would indicate not only a degree of attainment and facility by the author but would also indicate his interest and possible ability in writing. In addition, the fact that a publisher has not accepted a manuscript does not mean that the author is a poor writer or does not know his subject.

Item 22. - This item should be expanded to permit fuller statement, not merely of assignments but also types of duties and responsibilities. The statement should permit reference to types of organizational components in which the individual would like to work. The total item should definitely have adequate space on the questionnaire form itself.

Item 24. - This statement should permit the employee to indicate his preferences for overseas locations (possibly as first choice, second choice and third choice). It also would appear that to ask the employee if he is willing to accept a four-year tour overseas is not realistic. *is* no single tour lasts for four years, it would

Succ

~~CONFIDENTIAL~~

25X1C

appear, therefore, that four years represent two consecutive year tours. I do not believe that a person should be asked to indicate whether he would take two consecutive tours, nor do I believe that his statements would necessarily have any validity when he is trying to look that far ahead.

Item 26.B. - This item should make it a little clearer that the term "active duty" means active duty for short period time while in reserve status.

Item 26. - If the previous part of the questionnaire which pertains to work experience outside CIA does not specifically request a description of duties performed while in the military service, this item (Item 26.) should permit a presentation of duties and responsibilities while in the military.

Item 27.C.(8) - I see no reason to have this elaborate computation of points and grades. I don't know why the Office of Personnel believes that it needs this; perhaps they have a reason.

25X1A

Item 27.C(8) If our recollection is correct, this same compilation is supplied by the employee on the currently used form having to do with prior Federal service for pay purposes.

CONFIDENTIAL